

4 January 1951

MEMORANDUM FOR: DC III

SUBJECT: Justification for Transportation Expenses Incurred in
Contacting Covert Agent.

REFERENCE: CIA Administrative Instruction 30-1/2

1. Due to circumstances beyond the control of staff personnel involved, it was unfortunately impossible to arrange for a meeting at a more convenient location or time than was selected. Because of the inconvenient location, no government transportation, such as shuttle bus, was available other than that furnished by the motorpool. Public transportation other than taxi would not only have been so time consuming as to preclude its use, but, in this case, was ruled out because it was not known enough in advance that motorpool transportation would not be available.

2. An order for transportation was placed with the motorpool one hour before the originally planned time of departure, approximately 1500 hours. The initial call was followed up by several subsequent calls and departure was delayed for over one-half hour beyond the time originally scheduled to enable the motorpool to secure transportation. When by 1600 hours the dispatcher firmly stated that a car would not be available before the close of the working day, the only means of transportation by which it was possible to arrive in time to keep the appointment was by taxicab. Even then, in order to prevent further delay, a cab was hailed on the street rather than called by telephone, thus saving a \$.25 service charge which would otherwise have increased the amount of this request to \$4.50.

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